

BOARD OF ASSISTED LIVING RESIDENCE ADMINISTRATORS
MINUTES OF MEETING
OPEN SESSION

November 20, 2008

The Open Session of the Board of Assisted Living Residence Administrators was called to order at 9:10 a.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.

BOARD MEMBERS IN ATTENDANCE

Jean Costa
James Flanagan
Mark Lescault
Karen Peck

BOARD MEMBERS NOT IN ATTENDANCE

Catherine Davis
Carol Hamel
Helene Soucy

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Administrator

OTHERS IN ATTENDANCE

None

1. ESTABLISHMENT OF A QUORUM

Donna Valletta called the meeting to order at 9:10 a.m. A quorum was established at this time.

2. OLD BUSINESS

None

3. NEW BUSINESS

The Schedule for 2009 Meetings was distributed and discussed. The Board expressed concern regarding the February 19th meeting date, which falls within school vacation week. Donna Valletta will reschedule for February 5th.

The Assisted Living Residence Administrator application review process is being evaluated. A checklist will be created and the application form will be revised. Upon completion, the website will

include the updated application form. A recommendation was made to verify the licensure status of the individual attesting to the applicant's fulfillment of the AIT Training Program requirements. The Board decided that a minimum of three (3) members is required to review an application. The Board expressed an interest in reviewing renewal applications and auditing a percentage of applications for confirmation of CEU's. Donna Valletta will research and advise.

The Board reviewed and approved the Assisted Living Residence Administrator applications for the following individuals:

Glenn A. Ahern, pending receipt of passport type photo

(The photo was received shortly after the meeting dismissed.)

Judy H. Bolzani

Richard A. Damarjian

Peter D. Donaty

Dawn E. Lindelow

Donna Valletta distributed copies of the Rules and Regulations For the Certification of Administrators of Assisted Living Residences (R23-17.4-ALA), dated September 2007.

4. ANNOUNCEMENTS

Donna Valletta informed the Board that she is working diligently on complaints and will ensure that disciplinary actions are

communicated in a timely manner.

5. ADJOURNMENT TO EXECUTIVE SESSION

On motion of James Flanagan, seconded by Mark Lescault, it was unanimously voted to move into Executive Session pursuant to 42-46-4 and 42-46-5(1) of the Rhode Island General Laws for discussion of job performance, character, physical or mental health of applicants for licensure and licensees and for discussion of investigatory proceedings relating to misconduct by applicants licensure and licensees, and investigatory proceedings regarding allegations of civil or criminal misconduct. The Open Session adjourned at 10:05 a.m.

6. RETURN TO OPEN SESSION FOR PRESENTATION OF FINAL ACTIONS

Donna Valletta called the Open Session back to order.

7. PRESENTATIONS OF FINAL ACTIONS

The Board voted the following actions:

**Cheryl Bautista (ALRA00007) – Dismissed
Case C08-412 - No Unprofessional Conduct**

8. ADJOURNMENT

On motion of James Flanagan, seconded by Mark Lescault, it was unanimously voted to adjourn at 10:30 a.m.

Respectfully submitted by

Donna Valletta

Board Administrator